

**MINUTES OF LAKE TRAVIS COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
July 13, 2009**

At 5:00 p.m., President Carol Black called to order the eighty-ninth meeting of the Trustees of the Lake Travis Community Library District. The meeting was convened in the Lake Travis Community Library. Board Members present were Carol Black, Sharon Rogers, Nancy Pencsak, Bob Johntz and PK Chatterjee. Attendees were Karen Ballenger, Helen Kott, and David Hague.

The Pledge of Allegiance to the Flag of the United States of America and the Flag of the State of Texas were recited.

Nancy Pencsak, Board Secretary, asked for the approval of June 8, 2009 minutes. PK Chatterjee made a motion to approve the minutes as presented. Bob Johntz seconded the motion. The motion passed unanimously.

**CITIZENS PARTICIPATION:** Helen Kott asked about the status of the library's new building. A schematic design of the new building will be provided to Haythem Dawlett, to be submitted to the City of Lakeway, for their approval.

PK Chatterjee – Treasurer's Report. Sales tax receipts for June were \$31,882. Sharon Rogers made a motion to approve the treasurer's report. Bob Johntz seconded the motion. The motion passed unanimously.

6. PK Chatterjee and Bob Johntz discussed the first draft of the 2009-2010 Operating Budget.

7. Bob Johntz presented an offer from the Provost Group, Inc. for rental space for the library. There was a great deal of discussion by Mr. Johntz and the Board. PK Chatterjee made a motion to ask the landlord for a two-year lease, from September 2009 thru August 2011, with a reduction in rent to \$13 a square foot; and in May 2011, let the landlord know if quarterly extensions are needed. Sharon Rogers seconded the motion. The motion passed unanimously.

8. Bob Johntz discussed the Option year Two lease with the Provost Group, Inc. for rental space for the Lake Travis Community Library. Board discussion followed. Bob Johntz made a motion for Carol Black to sign the rental lease for another year to house the Lake Travis Community Library. PK Chatterjee seconded the motion. The motion passed unanimously.

9. The contract between pro-forma architecture, Inc. and the LTCLD was discussed. Jeff Bulla and Carol Black signed the contract on June 30, 2009 for services including schematic design, and construction documents. Copies of the contract were provided to all Board members.

10. A By-Laws change was read at the June 8, 2009 meeting of the Board of Trustees. Mr. P K Chatterjee again read and led a discussion on amending Article VII – Contracts for Service of the

By-Laws of the LTCLD. Mr. Chatterjee made a motion to amend Article VII – Contracts for Service. Sharon Rogers seconded the motion. The motion passed unanimously.

11. P K Chatterjee pointed out that no revisions to the Financial Controls Policy were needed.

Item 13 taken up later on the agenda.

12. A By-Laws change was read at the June 8, 2009 meeting of the Board of Trustees. Mr. P K Chatterjee again read and led a discussion on amending Article VIII – Financial Matters of the By-Laws of the LTCLD. Mr. Chatterjee made a motion to amend Article VIII – Financial Matters. Bob Johntz seconded the motion. The motion passed unanimously.

14. Mr. P K Chatterjee discussed changes that needed to be made to the Investment Policy. Discussion followed. No action was taken.

15. Sharon Rogers presented the Borrowing of Library Owned Equipment policy and form to be considered by the Board. Discussion followed. Sharon Rogers made a motion to accept the Borrowing of Library Owned Equipment Policy and form. Nancy Pencsak seconded the motion. The motion passed unanimously.

16. Because the Electronic Access Policy is almost a copy of the Internet Access Policy, it was suggested by the staff, that this was an unnecessary policy. Copies of both policies were distributed at the June 8, 2009 meeting for examination. This Electronic Access Policy will be taken up at the Board's next meeting.

13. The Library Director's Report was given by Ms. Karen Ballenger.

17. CITIZENS COMMENT Helen Kott asked whether there would be landscape architect's fees paid to Jeff Bulla. Landscape architect's fees are in the contract with pro-forma architecture, Inc.

Executive sessions:

Carol Black adjourned the meeting at 7:26 p.m. to go into Executive Session for one agenda item.

Agenda Item #1: The Board of Trustees will meet in Executive Session as permitted under the Texas Open Meetings Act, Government Code 551.074 – Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

1. A discussion regarding duties of an employee.

This closed session ended on July 13, 2009 at 8:00 p.m.

At 8:01 p.m., Carol Black reconvened the Board of Trustees of the Lake Travis Community Library District to take action on any executive session item if necessary. No action was taken.

Comments by Board Trustees:

1. Carol Black stated that Cindy Fronk of the Department of the Interior made a presentation on June 29, 2009 to the Programming Committee, two Board members (PK Chatterjee and Carol Black), and our landscape architect, Steve DeGroot of Planned Environments. Planting materials, aquatic life, and searching for available grants were discussed.

2. A discussion was held regarding future meetings of the Board of Trustees for the Lake Travis Community Library District. The next meeting will occur at 5:00 p.m. on August 10, 2009. Another meeting is scheduled for September 14, 2009 at 5:00 p.m.

As there was no further business the meeting was adjourned at 8:05 p.m.

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Nancy Pencsak, Secretary  
Board of Trustees  
Lake Travis Community Library District